

Binding Site Plan



**Development and
Permitting Services**
333 S. Meridian
Puyallup, WA 98371
253-864-4165
www.cityofpuyallup.org

Application Fees

Small: \$690

≤10,000 SF of new structure or
≤20,000 SF of affected site area

Medium: \$1250

10,001-19,999 SF of new structure or
20,000 - 39,999 SF of affected site area

Large: \$1890

20,000+ SF of new structure or
40,000+ SF of affected site area

Additional review fees, if applicable:

- SEPA review: \$250
- Critical area review: \$160
- Traffic impact analysis review: \$160

A Binding Site Plan is an alternative process to a subdivision. This process allows for the division of non-residential zoned land for the purpose of sale, lease, or other transfer of ownership. It is similar to a major plat and involves both a preliminary and final approval process. The City's Hearing Examiner makes the final decision on a Binding Site Plan. Once this application has been received by the City, you will be contacted to arrange a public hearing before the Hearing Examiner.

Submittal Instructions

- 1 Create an account on <https://permits.puyallupwa.gov/Portal>
- 2 Select "Apply for Planning Permit"
- 3 Select "Binding Site Plan" from drop down list. Fill out all sections of the online form and upload all required documents. Note: Failure to upload all the required documents will delay the processing of your application.

Owner Information

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Applicant / Agent Information

☐ Same as owner

Name: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ E-mail: _____

Site Information

Parcel Number(s): _____

Property Address: _____

Nature of Request (be specific):

Proposed Site Information

Total Impervious Surface Coverage: _____ square feet

Total required landscaped area: _____ square feet

Total paved parking area: _____ square feet

Percent of lot that is open space: _____ %

Total non-buildable areas (required buffers, critical areas, etc.): _____ square feet

Type of construction (per building code): _____

Type of occupancy (per building code): _____

Equipped with fire sprinklers? ☐ Yes ☐ No

Proposed Site Information *(continued)*

Total Number of Parking Stalls			
Use	Use Square Footage	Parking Ratio Applied	No. of Spaces
Total Spaces			
Total Handicapped Spaces			

Note: Include auxiliary space attributable to each dominant category: e.g.: corridors, restrooms, support office etc.

Critical Area Identification

The purpose of this section is to determine if a critical area report is required due to the development site being on or near any critical areas. All critical areas identified and their associated buffers, must be shown on the title and map. You can look up critical areas and buffers on the City's interactive GIS portal at <https://gis-portal-puyallup.opendata.arcgis.com/> then scroll to the "Applications" section of the page and select "City of Puyallup Critical Areas App" to view. If there are critical areas on or adjacent to the subject parcel, you may be required to provide a critical area report(s). Please see PMC 21.06.530 for general critical area report requirements. Please contact the planning division for critical area questions.

Based on the applicant's knowledge and research of the project site, please select any of the critical areas listed below that are located on or within 300 feet of the property boundaries.

- | | | |
|---|---|---|
| ☐ Wetlands
☐ Lakes/Ponds
☐ Streams/Creeks
<i>Waterbody name:</i> _____
☐ Puyallup River Shoreline
<i>Shoreline Classification:</i>
☐ Conservancy
☐ Rural
☐ Urban | ☐ Wellhead Protection Area
☐ Habitat Corridor
☐ Habitat Conservation Area
☐ Seismic Hazard Area
☐ Clarks Creek Shoreline
<i>Shoreline Classification:</i>
☐ Conservancy
☐ Rural
☐ Urban | ☐ Aquifer Recharge Area
☐ Flood Zone
<i>Flood Classification:</i> _____
☐ Volcanic Hazard Area
☐ Landslide/Erosion Hazard Area
<i>Slope Classification:</i>
☐ Slopes 0% - 15%
☐ Slopes 16% – 39%
☐ Slopes 40% or Greater |
|---|---|---|

Critical Area Identification *(continued)*

Please describe the critical areas checked above and their location in relation to the proposed development. Please show their location on any plans to be submitted:

Do you know of any present or past critical area studies that have been conducted for critical areas on-site or adjacent to the site? Please describe below; including their date, scope, conclusions, and parcels they included:

Do you know if any critical areas have been placed inside a tract or a protection easement that is recorded on the title or plat for this site or any adjacent site? Please describe below, including name of tract or easement, location, and Puyallup permit number or recording number:

Submittal Checklist

- I. Completed and Signed Application Form
2. Survey Site Plan: The proposed Binding Site Plan shall be depicted on a complete survey licensed surveyor or engineer. The surveyed plan shall include at minimum the following elements:
 - a. The names and addresses of the owners of the property
 - b. Notarized acknowledgments and signatures of the property owner(s)
 - c. County assessor parcel numbers for all affected lots and tracts
 - d. Boundary lines of tracts to be subdivided and their dimensions and bearings
 - e. Layout / Statement: The name of the proposed development and the title "Binding Site Plan" shall be at the top of the plan, in large print together with the following statement, prominently displayed on the face of the site plan map:

"The use and development of this property must be in accordance with the plan as represented herein or as hereafter amended, according to the provisions of the binding site plan regulations of the City of Puyallup; and

"The roads and utilities shown on this plan need not have been constructed and/or installed at the time that the property subject to this plan is divided. Nor permit required to build permanent structures upon any portion of this property, other than for site preparation (including grading and infrastructure installations), shall be issued until the roads and utilities necessary to serve that portion of this property have been constructed and installed or until arrangements acceptable to the city of Puyallup have been made to ensure that the construction and installation of such roads and utilities will be accomplished."
 - f. North Arrow and Graphic Scale: The site plan shall be drawn on an 18" x 24" sheet using conventional cartographic techniques such as providing a north arrow (top or left reading on the sheet) and graphic scale. The following scales are suggested (unless a scale of similar format (e.g. 1" = 40') is accepted by the city):

1" = 20' (sites under 4 acres)
1" = 50' (sites 4 acres or larger)
 - g. Existing Elements: The plan shall identify: the location and dimensions of all major existing streets, roads, buildings, utilities and related natural features (streams, creeks, drainage ditches, railroad tracks, etc.);
 - h. Proposed Elements: The plan shall identify: the layout, names, and dimensions of proposed streets, alleys, easements, utilities, open space, building dimensions, distance between buildings, and location of parking areas, to the extent known.
 - i. Topography showing existing and proposed contours at five-foot contour intervals except for any portion of the site containing slopes of 15 percent or greater which shall be shown at two-foot contour intervals. The contour intervals shall extend at least 100 feet beyond the boundaries of the site;
 - j. Critical Areas Data: In addition to the Critical Area ID Form contained within this Binding Site Plan Application, the plan shall show and delineate the boundaries of all on- site or adjacent (within 100') critical areas including streams, ponds, wetlands, steep slopes, etc. as defined pursuant to PMC 21.06.
 - k. Proposed Traffic Access, Circulation and Paved Areas: The plan shall locate and identify proposed parking areas, driveways, public streets (to be dedicated); also show dimensions of parking stalls, aisles, driveways, and sidewalks; show type of pavement; show wheel stops and curbs; show provisions for handicapped parking and access ramps.
 - l. Development Data:
 - i. Zoning district
 - ii. Total lot area (square feet)
 - iii. Total building area (square feet) and height (in feet and stories)
 - iv. Percent of building and impermeable site coverage
 - v. Number of units proposed
 - vi. Total number of parking stalls (including handicapped)
 - vii. Total parking and maneuvering area (square feet)
 - viii. Required landscaping (square feet)
 - ix. Percent of lot in open space
 - x. Type of construction
 - xi. Sprinkled/non-sprinkled
 - xii. Occupancy classification

- xiii. Description of proposed uses
- m) Recorded survey or monumentation of all exterior tract corners
3. Preliminary storm water information: The City has currently adopted the 2019 Ecology Manual. All development applications must comply with the 2019 Stormwater Management Manual for Western Washington (SWMMWW).
- Geotechnical Report drafted by a licensed professional soils scientist or other suitably trained person working under a professional engineer, geologist or hydro geologist. The report shall include an evaluation for the site's infiltration capabilities and groundwater elevation during the wet season (December 21st – March 21st)
 - Preliminary Drainage Report stating how the project is proposing to mitigate stormwater runoff by the development and meeting the minimum requirements of the currently adopted Ecology manual. This report shall explain how the site will feasibly manage stormwater runoff.
 - Stormwater Site Plan showing the relative location and size of the Best Management Practice(s) proposed on the site.
4. Critical Area Report (if applicable) with relevant critical area checklist:
- [Flood Habitat Assessment](#)
 - [Fish and Wildlife Assessment](#)
 - [Mitigation Plans](#)
 - [Wetlands](#)
5. [SEPA Checklist](#) (if applicable)
6. [Traffic Scoping Worksheet](#)
7. Title Report/Plat Certificate: A plat certificate/title report confirming ownership and any easements or other encumbrances of record affecting the subject parcel. The plat certificate shall have been prepared within two weeks of the date of application.
8. Critical Area GIS Data: Maps of critical areas shall be provided in an electronic format that allows site data to be incorporated into the city's geographic information system (GIS) database. Electronic versions of the mapping files must be submitted before a building permit will be issued. Electronic files shall be submitted in the following formats:
- ESRI Shapefile Format with Projected Coordinate System:
NAD_1983_HARN_StatePlane_Washington_South_FIPS_4602_Feet and Vertical Datum: North American Vertical Datum of 1988
 - AutoCAD Map 2007 or newer and related Xref'd drawings in State Plain South Projection
 - U.S. Survey Foot for measurements

Certification

I hereby state that I am the applicant listed above and certify that all information contained above and in exhibits attached hereto is true and correct to the best of my knowledge and belief and is submitted for consideration by the City of Puyallup, pursuant to the provision of the Puyallup Municipal Code. It is understood that the processing of this application may require additional supporting evidence, data or statements.

Right of Entry: By signing this application the applicant grants unto the City and its agents the right to enter upon the premises for purpose of conducting all necessary inspection to determine compliance with applicable laws, codes and regulations. This right of entry shall continue until a certificate of occupancy is issued for the property.

Signature of Owner: _____ Date _____

Signature of Applicant: _____ Date: _____
(or authorized agent)